

# Supervisory CBPO (INA Branch Manager)

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

Office of International Affairs

**Open & closing dates**

🕒 10/16/2017 to 10/23/2017

**Salary**

\$112,021 to \$145,629 per year

**Pay scale & grade**

GS 14

**Work schedule**

Full-Time - Full Time

**Appointment type**

Agency Employees Only - Agency Employees Only

NTE 2-years

## Locations

1 vacancy in the following location:

**Washington DC, DC**

1 vacancy

**Relocation expenses reimbursed**

No

## This job is open to

**Federal employees - Competitive service**

Current or former competitive service federal employees.

**Announcement number**

CBP-2018534-TAS MP

**Control number**

481873700

## Duties

### Summary

DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career with the U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov/> (<http://www.cbp.gov/>)

**Who May Apply:** Status Candidates which include:

- Current Department of Homeland Security employees with competitive status
- Current or former Department of Homeland Security employees eligible for a status appointment under the Interchange agreement
- For definitions of terms found in this announcement, please see <http://www.dhs.gov/careers> (<http://www.dhs.gov/careers>)

**Organizational Location:** This position is with the Department of Homeland Security, U.S. Customs and Border Protection, Office of International Affairs, located in Washington, DC.

**Position Information:** This position will be filled on a time-limited basis for an initial period not-to-exceed (NTE) 2 years. At the discretion of management the assignment may be extended for an additional period up to a maximum of one year. Incumbent may be returned at any time to his/her position, or to a position of equivalent grade and pay as the one from which assigned.

**Note:** One or more selections may be made using this job opportunity announcement.

### Responsibilities

- Directing all work activities regarding delivery of technical assistance in the full range of inspection, intelligence analysis, examination, and law enforcement activities relating to counter-terrorism and the arrival and departure of persons, conveyances, and merchandise at Ports of Entry;
- Identifying potential terrorists and instruments of terror and perform layered enforcement activities relative to counter-terrorism aimed at preventing the entry of terrorists and instruments of terror, harmful pests and diseases, illegal drugs and contraband, and all illegal aliens and importations/exportation contrary to law and trade agreements, etc., from entering/exiting the United States;
- Directing, coordinating, and overseeing the work through subordinate supervisors, or team leaders, making decisions on work problems presented by subordinate supervisors, reviewing evaluations of non-supervisory employees, making and/or approving selections for subordinate non-supervisory positions;

- Reviewing and approving serious disciplinary actions involving non-supervisory subordinates, recommending awards or bonuses, and exercising significant authority in dealing with officials of other units/organizations and in advising management officials of higher rank on subordinate supervisors on operational issues; and
- Assuring reasonable equity of performance standards and ratings used by subordinate supervisors; planning, assigning, and reviewing work; assuring all requirements are met; approving leave; giving advice, counseling, or instruction to employees on both work and administrative matters; identifying developmental training needs of employees, providing or arranging for needed development and training; finding ways to improve productivity, promote team building, and improving business practices; and/or effectively promoting affirmative action and equal employment opportunity programs.

## Travel Required

Occasional travel - Some travel may be required.

## Supervisory status

Yes

## Promotion Potential

14

## Who May Apply

### This job is open to...

Current Department of Homeland Security employees with competitive status

Questions? This job is open to 1 group.

## Job family (Series)

### [1895 Customs And Border Protection](https://www.usajobs.gov/Search/?j=1895)

(<https://www.usajobs.gov/Search/?j=1895>)

# Requirements

## Conditions Of Employment

- Valid Driver's License
- You must successfully pass a background investigation
- Must be able to obtain and maintain TS/SCI clearance
- Possible Polygraph Examination

The qualifications listed above must be met by Monday, October 23, 2017 and are subject to verification at any stage of the application process.

## Qualifications

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You qualify for the GS-14 level if you possess one year of specialized experience at the GS-13 level or equivalent performing duties such as:

- Developing, managing, or directing operational policies or programs;
- Interacting with officials of other organizations and advising management officials of higher rank on operational issues related to program operations; and

- Developing and applying new law enforcement training methods, approaches, and technologies.

**Time-in-Grade:** Current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service.

## Education

### Additional information

Upon selection, candidates will be required to undergo, and must successfully pass, a Single Scope background investigation for placement into this position. For more information, please see [http://www.cbp.gov/xp/cgov/careers/apply/mandatory\\_back\\_invest.xml](http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml) ([http://www.cbp.gov/xp/cgov/careers/apply/mandatory\\_back\\_invest.xml](http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml)).

. A polygraph examination may be required. You will be required to obtain and maintain, at a minimum, a Top Secret/Secret Compartmented (TS/SCI) clearance.

**Drug Testing:** This job has been identified as "testing designated" under Drug-Free Workplace Program. You must satisfactorily completed a drug test prior to being hired. The agency will schedule, provide and pay for the drug test. Once onboard, you will be subject to random drug testing.

**Medical/Physical:** The person selected for this position must be determined physically fit by an authorized government physician to perform strenuous and physically demanding duties; and also pass a medical examination (which includes vision, hearing, Cardiovascular, and mobility of extremities) given by an authorized government physician.

**Overtime:** You must be readily available to work overtime on a scheduled or unscheduled basis in excess of the 40-hour work week.

**Firearms Requirement:** You will be required to carry a firearm while performing duties of this position. Maintaining firearm proficiency is also mandatory. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment.

**Uniforms:** This position requires you to wear an officially-approved uniform while in duty status.

**Motor Vehicle Operation:** You must possess a valid state automobile driver's license at the time of appointment.

**Bargaining Unit:** This position is not covered under the bargaining unit.

### How You Will Be Evaluated

Qualified U.S. Customs and Border Protection (CBP), Office of International Affairs, candidates will be ranked on the basis of the scores ranging from 70 to 100 points received on the **CBPO Competency-Based Promotional Assessment**. Competitive applicants must have a valid test score when the announcement opens, otherwise we cannot consider you for this position. Alternate Staffing Candidates (Non-Competitive candidates) need not have a current, valid test score. Alternate Staffing (Non-Competitive) candidates include applicants who have permanently held a second-line supervisory/managerial position or equivalent at the GS-14 or higher.

The KSAs for this position are:

Knowledge of Immigration and Nationality Laws  
Knowledge of proper law enforcement methods  
Skill in analyzing disparate facts, events, and other types of intelligence material  
Skill in using a variety of automated information systems to gather information for intelligence, enforcement, prosecutions, and to facilitate decision making

### Background checks and security clearance

#### Security clearance

[Top Secret](#)

<https://www.usajobs.gov/Help/fag/job-announcement/security-clearances/>

## Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and must be in English. It should contain each position title, grade (if Federal), your duties, accomplishments, the dates you held each position, and your work schedule and salary so we may best assess your qualifications.
- **Your responses to the [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=6113885&PreviewType=Questionnaire)** (<https://ApplicationManager.gov/Questionnaire.aspx?ID=6113885&PreviewType=Questionnaire>)
- **Are you a current or former Federal employee?** Please submit a copy of your most recent SF-50, Notification of Personnel Action. Your SF-50 should show your competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. The SF-50 should also reflect the highest grade held on a permanent basis or the full performance level of your current position, whichever is higher. Current CBP employees are not required to submit an SF-50.
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indicator of quality of prior experience, no points will be assigned.
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

**It is your responsibility to verify that all information entered, uploaded, or faxed (e.g., resume, veterans documentation, completed assessment, and/or SF-50's) is received and accurate.** Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date of this announcement.

**Applications and supporting documentation will not be accepted by mail or e-mail.** The address below is for inquiries only. If you are unable to apply online, please contact the Hiring Center listed at the end of this job announcement at least two days prior to the closing date for further instructions. You may apply more than once; however, only your most recent application will be used.

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

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Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)

(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)

- [Healthcare insurance](#)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](#)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

**Secondary CBPO Coverage:** This position has been identified as a secondary position as provided under the special retirement provision of Public Law 110-161 for Customs and Border Protection Officers (CBPO). In order to be eligible for coverage under this special provision, the employee must meet the definition of a 'secondary' covered CBPO. A 'secondary' covered CBPO is defined as an employee who is directly transferred from a primary position to a supervisory, managerial or administrative position in DHS after performing work for at least 3 years in a CBP Officer, GS-1895; Customs Inspector, GS-1890; Immigration Inspector, GS-1816; and/or Canine Enforcement Officer, GS-1801 position whose duties included activities related to the arrival and departure of persons, conveyance and merchandise at a port of entry, and do not have a break in service of more than 3 days. An employee who has been continuously employed in a secondary position since moving directly from a primary position without a break in service exceeding 3 days is covered under the special provision.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

To begin your online application, click the **"Apply Online"** button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials must be submitted by 11:59 p.m. Eastern Standard Time on Monday, October 23, 2017

You are not required to submit official documentation as part of your application package. However, if selected, you must provide the required official documentation prior to appointment.

We strongly encourage you to apply online. If you cannot apply online, you may FAX your résumé, assessment questionnaire, and supporting documents to (478) 757-3144

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. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#)

(<https://ApplicationManager.gov/Questionnaire.aspx?ID=6113885&PreviewType=Questionnaire>)

using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf)

([http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf))

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**If any part of your application is not received, it will be evaluated solely on the information available.**

### Agency contact information



CBP Hiring Center

#### Phone

[\(317\)715-3000](tel:(317)715-3000)

#### Address

[\(tel:\(317\)715-3000\)](tel:(317)715-3000)

## Email

[CUSTOMERRESPONSE@CBP.DHS.GOV](mailto:CUSTOMERRESPONSE@CBP.DHS.GOV)  
(mailto:CUSTOMERRESPONSE@CBP.DHS.GOV)

CBP Indianapolis Hiring Center  
6325 Digital Way  
Suite 310  
Indianapolis, IN 46278

[Learn more about this agency](#)  
(#agency-modal-trigger)

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling.

## Next steps

Once you submit your application, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and/or interviews. We will notify you by e-mail after each of these steps has been completed. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status", and then click "More Information". We expect to make a final job offer within 90 days after the deadline for applications.

For more information on applying for Federal employment, please click [here](http://www.opm.gov/faqs/topic/employment/index.aspx?cid=5d9058d6-78fb-42a2-9d2a-9d14c22982f0)  
(http://www.opm.gov/faqs/topic/employment/index.aspx?cid=5d9058d6-78fb-42a2-9d2a-9d14c22982f0)

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder)  
(https://twitter.com/#!/customsborder)

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)  
(https://www.eeoc.gov/federal/fed\_employees/index.cfm)

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)  
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

### [New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)